
Category 1 Modification Request Letter

(Needs to be on Grantee letterhead. Allow two (2) weeks for processing.)

SAMPLE GRANT EXTENSION REQUEST

(Extension request can be no more than six (6) months.)

(SEE PAGE 2 OF THIS FORM FOR ALL OTHER CATEGORY 1 REQUEST.)

January 1, 2001

Grants Management Office
Indiana Office of Rural Affairs
One North Capitol, Suite 600
Indianapolis, Indiana 46204-2288

Re: Grant Number:

To Whom It May Concern:

The purpose of this letter is to request that the State of Indiana, acting by and through the Indiana Office of Rural Affairs, grant a change of the expiration date from _____ to _____ for the above referenced contract, which contract was approved by the State on _____.

The justification for this extension request is based upon

It is agreed that all other provisions and certification of said contract shall remain in full force and effect.

Sincerely,

Name
Chief Elected Official

SAMPLE CATEGORY 1 MODIFICATION REQUEST

(Modification request can be no more than a 10% change in objectives and/or budgeted amount.)

January 1, 2001

Grants Management Office
Indiana Office of Rural Affairs
One North Capitol, Suite 600
Indianapolis, Indiana 46204-2288

Re: Grant Number:

To Whom It May Concern:

The purpose of this letter is to request that the State of Indiana, acting by and through the Indiana Office of Rural Affairs, allow a change in objectives and/or a reallocation of funds between approved activities. This change will not increase or decrease the original scope by more than ten percent (10%). The specific details of the request are listed below:

Change in Objectives

Original Job/Housing Goal: _____

Requested Job/Housing Goal:

The justification for this extension request is based upon

Reallocation of Funds

Original Budget Amount: _____

Requested Budget Amount:

Activity/Fund Transfer From: _____

Activity/Fund Transfer To:

The justification for this extension request is based upon

It is agreed that all other provisions and certification of said contract shall remain in full force and effect.

Sincerely,

Name
Chief Elected Official